

EOD Warrior Foundation

Hope & Wellness Coordinator

Job summary

The Hope & Wellness Coordinator is responsible to the Executive Director for overseeing the hope and wellness program initiatives of the EOD Warrior Foundation, primarily retreats and family events hosted across the United States.

Summary of essential job functions

- Coordinate all warrior and family retreats and events, as well as the necessary staff to support it.
- Layout annual retreat calendar.
- Manage and/or attend retreats and family events.
- Assist with document and presentation preparation, reports, and proposals as necessary
- Handle confidential information with discretion
- Maintain regular communication with retreat partners
- Work directly with retreat partners in planning, recruiting for, and executing all retreats and family events
- Responsible for managing and working within the established retreat budget on an annual basis.
- Responsible for taking care of EOD Warriors and families and ensuring our services are delivered in accordance with the “EOD Warrior Foundation Way”.
- Manage full cycle for Behind the Warrior podcast which includes selecting interview topics, sourcing interviewees, hosting interviews, provide edits and sending interviews off for professional editing, doing write up for each episode, posting each episode and coordinating with social media coordinator to have it shared accordingly. Send the direct link along with a thank you email to the interviewee once it is completed.
- Responsible for responding to concerns and complaints in a proactive responsive way.
- Responsible for escalating concerns to the Executive Director.
- Stay up to date and trained on programming and techniques necessary to execute relevant and therapeutic retreats and provide sufficient follow-on care.
- Responsible for visiting and maintaining relationships with wounded EOD warriors and their families and the families of fallen EOD warriors.
- Manage EODWF volunteers and staff who participate in the execution of warrior and family retreats.
- Understand the financial grant application process and provide backup when the Financial Assistance and Resources Coordinator is unavailable.
- Draft articles for quarterly newsletters in accordance with current hope and wellness initiatives.
- Responsible for writing stewardship thank you notes to major donors as assigned by the Executive Director.
- Create promotions for retreat and other programmatic opportunities to be shared on social media and via email blasts.

Minimum requirements

The Hope & Wellness Coordinator will have an education and professional background commensurate with this position. The Hope & Wellness Coordinator will typically be degreed at the Bachelors level or have equivalent experience.

Physical Demands

While performing the duties of this job, the Hope & Wellness Coordinator is regularly required to sit, stand, walk, speak, and hear. The position requires extensive computer use so the employee must have sufficient hand dexterity to use a computer keyboard and be capable of reading a computer screen. The employee must

occasionally lift and/or move up to 20 pounds. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the essential functions.

Travel

The Hope & Wellness Coordinator must be able to travel nationwide to attend retreats, visit EOD warriors and families, and to other events and locations pre-approved by the executive director as required to maintain proficiency in fulfilling the responsibilities of the position.

Work Environment

The work environment will typically be in the Niceville, FL office, with travel to other locations for meetings as required by the opportunities and events for the organization. The noise level in the work environment is usually low to moderate. Reasonable accommodations in the work environment may be made to enable individuals with disabilities to perform the essential functions.

Capabilities / qualities required

- The Hope & Wellness Coordinator will be well versed in programmatic requirements for veterans and their families, and the EOD community.
- The Hope & Wellness Coordinator will be a seasoned expert at delivering quality service and products to customers on time and within budget.
- The Hope & Wellness Coordinator is a problem solver versus problem identifier.
- Good Communicator in both written and oral forms. Must possess the ability to communicate (in the English language) effectively with customers, vendors, the board of directors, other nonprofit leaders and all support staff.
- Great people skills. Skilled at performance management and conflict resolution.
- Team builder and team player. This person works well with other members of the organization.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Salary: commensurate with experience

Please send resumes to: nicole@eodwarriorfoundation.org

Phone Interviews: Week of November 29th

In person interviews: Week of December 13th